DATA PROTECTION POLICY

Purpose

Hathern Community Library has a legal responsibility for the management of personal information about its customers, members, volunteers and trustees.

Everyone has rights with regard to how their personal information is handled.

Policy Statement

Hathern Community Library, in delivering library services and other activities, will comply with seven data protection principles covering data collected, processed and held which identifies an individual person. The seven principles are that personal data must be:

1. processed fairly and lawfully,
2. processed for limited purposes for which it was intended and in an appropriate way,
3. adequate, relevant and not excessive for the purpose,
4. accurate,
5. not kept longer than necessary for the purpose,
6. processed in line with the data subject's rights,
7. kept secure.

Scope and responsibilities

During the course of its activities Hathern Community Library may collect, store and process personal information of customers, members, volunteers and trustees and it recognises the need to treat it in an appropriate and lawful manner.

The information, which may be held on paper or on a computer, is subject to certain legal safeguards and other regulations, and there are restrictions on how we may use that information.

All trustees and volunteers involved in the delivery of services and other activities on behalf of Hathern Community Library must comply with this policy.

Procedure

Compliance

Hathern Community Library will endeavour to:

(a) Provide clear information to individuals about the purpose or purposes for which their information will be used, who it will be used by and for what purpose or purposes it will be shared with others.

(b) Only process relevant and adequate personal data.
(c) Keep personal data accurate and up-to-date.
(d) Retain personal data only for as long as necessary for legitimate Hathern Community purposes.
(e) Respect individual's rights in relation to their personal data, including their rights of subject access.
(f) Keep all personal data, in whatever format, secure.
(g) Acknowledge, investigate and respond to all complaints relating to a request for information.
(h) Develop guidance for Trustees and volunteers in order to help ensure awareness of Hathern Community Library's legal obligations.

Retention of data

Personal data should not be kept longer than is necessary for the purpose it was obtained. This means that data should be destroyed or erased from our systems when it is no longer required.

Processing in line with individual's rights

Data should be processed in line with individual's rights. Individual's have a right to:

(a) Request access to any data held about them by Hathern Community Library.
(b) Prevent the processing of their data for direct-marketing purposes.
(c) Ask to have inaccurate data amended.
(d) Prevent processing that is likely to cause damage or distress to themselves or anyone else.

Any issues raised regarding non-compliance should be reported using the Complaints Procedure.

Appendices

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Related Policies

Complaints Procedure